**12th grade Career Preparation Course**

**Review Campus Expectations**

**Review Business Etiquette/Manners**

**Review Top 10 mistakes Seniors make**

1. **Career Portfolio**
2. Resume Writing
3. Letters of Recommendation
4. Cover Letter/Letter of Interest
5. Del Mar/CCISD Transcripts
6. Test Scores
7. Certifications (NCCER, Food Handler & CPR/First Aid)
8. Certificates
9. Personal Mission Essay
10. College and Career Readiness
11. **Business Writing**
12. Thank you letter
13. Letter of Interest
14. Acceptance letter
15. Letter of regret
16. Letter of complaint/grievence
17. Letter requesting a donation
18. Letter inviting a guest feature
19. Resignation letter
20. **Independent Living & Finance**
21. Independent City Participation
22. Housing
23. Vehicles and Insurance
24. Dependents
25. Cost of Living
26. Taxes
27. Balancing a check book/debit account
28. Credit card vs. debit card
29. Credit/Criminal history
30. Budget basics
31. **Personality Development**
32. Image & Reputation
33. Self-esteem survey
34. Risks and power thinking
35. Trust
36. Attitude Inventory
37. Your Attitude is showing
38. Conflict and Solutions
39. Stress
40. Constructive Criticism
41. Handling Criticism
42. **Skills USA (Quotes) Leadership Training**
43. Connected
44. Prepared
45. Motivated
46. Respected
47. Educated
48. **College and Career Readiness**
49. ACT/SAT
50. College Applications
51. FAFSA Application
52. Scholarship Applications/Essays
53. Apply Texas
54. Internships